NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

STATE OF NEVADA
Department of Conservation & Natural Resources
Steve Sisolak, *Governor*
Bradley Crowell, *Director*
Greg Lovato, *Administrator*

NOTICE TO SUBMIT

THE 2019 BIENNIAL HAZARDOUS WASTE REPORT

ON-LINE USING *RCRAINFO* SOFTWARE

> **PLEASE NOTE: Nevada is using a NEW software for the 2019 Biennial Hazardous Waste Report which will require an account in RCRAInfo to be set up ahead of time to ensure timely submittal of the report. Information on how to set up an account can be found at the end of this document or by clicking here.**

This letter serves as notice to you that the 2019 Biennial Hazardous Waste Report must be submitted to the Nevada Division of Environmental Protection by March 1, 2020, per the requirements adopted by reference in NAC 444.8632. The report details the type and amount of hazardous waste that was generated onsite, shipped off-site and/or received from off-site during the reporting year.

PLEASE READ THE ENTIRE NOTICE BEFORE BEGINNING YOUR REPORT

All owners or operators of businesses or sites that generated, treated, stored or disposed of hazardous waste in an amount equal to or greater than threshold quantities (≥ 2,200 lbs/month RCRA hazardous waste, > 2.2 lbs/month RCRA acute hazardous waste, or > 220 lbs/month spill cleanup material contaminated with RCRA acute hazardous waste), during calendar year 2019, are required to complete and submit a Biennial Hazardous Waste Report electronically as follows:

Treatment, Storage and Disposal (TSD) facilities complete at a minimum:
- RCRA Subtitle C Site Identification Form (8700-13A/B) (4 pages)
- Form GM for reporting on-site RCRA hazardous waste generated and managed
- Form WR listing all RCRA hazardous waste received from an off-site HW generator

Large Quantity Generators (LQG) facilities complete at a minimum:
- RCRA Subtitle C Site Identification Form (8700-13A/B) (4 pages)
- Form GM for reporting on-site RCRA hazardous waste generated and managed

Sites must submit their report electronically using the **RCRAInfo Industry Application**. The web-based software, developed by the United States Environmental Protection Agency, is

free and accessible through your computer's internet browser at
https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login.

RCRAInfo Industry Application Information:

1) Prior to data entry, review all the RCRAInfo web instructions and support information.

2) Complete the required forms on-line using RCRAInfo. Once you've completed the forms on-line, you can edit them as many times as necessary to correctly complete the report.

3) Once you've *submitted* the report electronically to the RCRAInfo system, the report is "locked." If you want to make changes to a locked report, please contact the UNR Business Environmental Program at (800) 882-3233.

4) Be sure to keep a copy of the complete report for your records.

For reference purposes only, the 2019 Hazardous Waste Report Instructions and Forms may be obtained at the **EPA - Biennial Hazardous Waste Report** website.

Additional Information:

- If your site is no longer generating hazardous waste and you wish to deactivate your EPA Identification Number, please follow the instructions at the **Sustainable Materials Management – EPA ID Number Information** website.

- If you did not generate hazardous waste at or above applicable threshold quantities during 2019, please notify this office by email at **IDnumber@ndep.nv.gov** (include your EPA ID Number and facility address in the email).

- If you are unsure which EPA Identification Number is assigned to your facility, please check the EPA ID Number on the **ECHO** website. Narrow your search by selecting "More Search Options".

- Do not report non-RCRA or non-hazardous waste streams, such as exempt wastewaters, asbestos, PCBs, used oil or used antifreeze, etc.

- Use only valid codes (EPA hazardous waste codes, form codes, management method codes, etc.) from the lists provided in the **RCRA Subtitle C Reporting Instructions and Forms booklet**.

- Complete all the forms in entirety.

- As a reminder, sites are required to keep copies of their report for three years after the filing date.

- A **FREE** training seminar will be conducted to assist you in completing the 2019 Biennial Hazardous Waste Report. For more information, go to the UNR **Business Environmental Program** website.

For free and confidential help completing your Biennial Hazardous Waste Report, please contact:

Nevada Small Business Development Center
UNR Business Environmental Program
(800) 882-3233 toll-free
www.unrbep.org
efutch@unr.edu

HOW TO GET STARTED IN RCRAINFO

All hazardous waste generators MUST use electronic reporting through RCRAInfo.

STEPS TO COMPLETE

1. Register for a user account. To register for an account, go to **https://rcrainfo.epa.gov/rcrainfoprod**, click "Register" and select "Industry User."

- You will need to be able to access your e-mail account to complete the registration process.
- The app allows for different people to prepare and certify (sign) the report, but each user must register for a separate account.
- If you have credentials for EPA's Central Data Exchange (CDX) or have already created an account for the RCRAInfo Industry Application, you can sign in and you do not need to create a separate user account.

2. Request permissions for your site(s). When you are signed in your home page should say My Sites at the top. Click on "select existing site" and search using your site ID (EPA ID number).

- If you have multiple sites with the same company name you can search using the common part of the name and request permissions for multiple sites at the same time.
- Select the site(s) by clicking the check box in the left column of the search results.
- Select the permissions you need: Biennial Report preparer, Biennial Report certifier, or Site Manager. Site Manager Permission gives you permission to certify for myRCRAid (notification form), Biennial Report, and e-manifest, and also makes you responsible for granting permissions to other users for your site. We encourage every site to obtain permissions for TWO Site Managers.

3. Learn how to complete the Biennial Report form and gather your site's information.

- Find links for Instructions, Forms, and Codes on the **Sustainable Materials Management – Biennial Reporting Requirements** website.
- Attend a workshop provided by the UNR Business Environmental Program if this is your first time completing the report [to be scheduled January 2020]. If you are not sure whether your site is on the LQG/TSDF list or whether you are the listed contact person for your site, e-mail Skylar Jones (s.jones@ndep.nv.gov) to make sure you receive workshop information.

4. Complete your report. Click on the site name on your My Sites list, click on "Biennial Report," then click on "Create New Submission" and "continue to data entry." **You can begin entering GM and WR forms for your report now**, but you will not be able to complete the SI (Site ID or notification) form or submit the report.

- Advanced users have the option to upload the GM and WR forms as flat files by selecting "upload a file." See the **EPA – Flat File Specifications for Industry Users** guidance document.

5. Certify and submit your report. This step cannot be completed until 2020.

WHERE TO GET HELP

1. Learning Zen. First, go to Learning Zen to register for an account. Complete the requested information and use the authorization code "rcrainfo". Then, log in and click on "course catalog" and "all courses." The following courses are available:

- Industry User Registration
- Site Manager Roles and Responsibilities
- Industry Biennial Report Module
- Industry myRCRAid Module (notification form)
- Introduction to e-Manifest

2. To obtain free and confidential assistance or to sign up for a **FREE** Biennial Hazardous Waste Report training seminar in January 2020, please contact:

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Nevada Small Business Development Center
Business Environmental Program
(800) 882-3233 (toll-free)
www.unrbep.org
efutch@unr.edu

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